

Suggested Directions for Tap Sample Collection Procedures

These samples are being collected to determine the lead and copper levels in your tap water. This sampling effort is required by the U.S. Environmental Protection Agency and your state, and is being accomplished through the cooperation of business owners and managers.

A sample is to be collected after water has been sitting in the pipes for an extended period of time (i.e., no water use during this period). Due to this requirement, early morning before business activity begins is the best time for collecting samples. The collection procedure is described in more detail below.

1. Prior arrangements will be made with the customer to coordinate the sample collection event. Dates will be set for sample kit delivery and pick-up by the water system operator or sampling agent.
2. A minimum 6-hour period during which there is no water use throughout the building(s) must be achieved prior to sampling. The water department recommends that early morning is the best sampling time to ensure that the necessary stagnant water conditions exist. **It is strongly suggested however that the water not be allowed to remain in the pipes for longer than 10 hours.** Remove the aerator and run the **cold** water for a few minutes the night before sampling to remove any sediment.
3. A kitchen or bathroom cold-water faucet or any cold-water faucet in a clean area can be used for sampling. Place the sample bottle (open) below the faucet and gently open the cold water tap. Fill the sample bottle to the line marked "1000-mL" and turn off the water.
4. Tightly cap the sample bottle and place in the sample kit provided. Please review the sample kit label at this time to ensure that all information contained on the label is correct.
5. **IF ANY PLUMBING REPAIRS OR REPLACEMENT HAS BEEN DONE IN THE BUILDING SINCE THE PREVIOUS SAMPLING EVENT, NOTE THIS INFORMATION ON THE LABEL AS PROVIDED.**
6. Results from this monitoring effort will be provided to participating customers when reports are generated for the State unless excessive lead and/or copper levels are found. In those cases, notification will be made soon after water system representatives receive the results.

Call _____ at _____ if you have any questions regarding these instructions.

Sampling Agent—retain this form for your records.

TO BE COMPLETED BY OWNER/MANAGER/SAMPLING AGENT

Sampling Location: _____

Water was last used: _____ Time: _____ Date: _____
Sample was collected: _____ Time: _____ Date: _____

I have read the above directions and have taken a tap sample in accordance with these directions.

Signature Date _____